

<b>ROP 6: HOURS OF WORK</b>	Page 1 of 1
<b>Division of Forensic Science</b> <b>Regional Operating Procedure</b>	Amendment Designator:
	Effective Date: 1-April-2003
<p style="text-align: center;"><b>ROP 6: HOURS OF WORK</b></p> <p><b>6.1 GENERAL</b></p> <p>6.1.1 This ROP documents the application in the Central Laboratory of applicable policies related to hours of work.</p> <p><b>6.2 REFERENCES</b></p> <p>6.2.1 DHRM Policy 1.25, Hours of Work  6.2.2 DCJS Policy 14, Hours of Work and Alternate Work Schedules  6.2.3 DFS Safety manual, "Working Alone"</p> <p><b>6.3 WORK SCHEDULES</b></p> <p>6.3.1 The standard work schedule is 8:00 to 5:00 Monday through Friday.</p> <p>6.3.2 Employees may request alternate work schedules according to the following defined options:</p> <p style="margin-left: 40px;">Schedule A Five 8's  Schedule B Four 9's and one 4  Schedule C Four 9's and one 8 / four 9's and 8 off (2 week cycle) (exempt employees only)  Schedule D Four 10's</p> <p>6.3.3 Administrative specialists and evidence specialists may request schedules A and B only. Section chiefs and section supervisors working the alternate work schedule cannot select the same day off.</p> <p><b>6.4 LUNCH PERIODS AND BREAKS</b></p> <p>6.4.1 Lunch period (meal break) shall be 30 minutes or 60 minutes. Once an option is selected it cannot be changed without filing a new schedule request.</p> <p>6.4.2 All employees' work duties allow flexibility for breaks for personal needs. Therefore, 15-minute rest breaks are not applicable.</p> <p><b>6.5 PROCEDURES</b></p> <p>6.5.1 Work schedule start time shall be on the hour or the half-hour, e.g. 7:00 am, 7:30 am, 8:00 am, etc.</p> <p>6.5.2 Established schedules shall have no more than one-third of section personal off on the same day/hours.</p> <p>6.5.3 Employees shall consider safety issues in the policy on "working alone" when making requests, as will supervisors in making recommendations.</p> <p style="text-align: right;">◆ End</p>	